

Request for proposal on services for providing financial and operational information on international and national energy companies

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Japan Organization for Metals and Energy Security (JOGMEC)

JOGMEC invites proposal submissions for “services for providing financial and operational information on international and national energy companies”. Parties who wish to apply for this request for proposal (“RFP”) should submit a proposal in accordance with the following instructions.

1. Scope of work:

(1) For items mentioned below, update and deliver the latest information based on quarterly or annual financial results for major international energy companies and national companies through the database.

- Quarterly financial results (information included in PL, BS and cashflow)
- Annual financial results (information included in PL, BS and cashflow)
- Reserves and productions
- Refining capacity and sales volume for petroleum products
- Liquefaction capacity for natural gas and sales volume
- Net investments by segments
- Valuation

(2) Respond to inquiries about above items from JOGMEC via email, phone, or in-person (online-meeting available).

2. Term:

From July 16, 2024 (Tentative) to March 31, 2028.

3. Budget:

Total budget is equal to or below USD 53,000. This is NOT the contract price and is the maximum limit of the budget. The quotation shall NOT exceed the above-mentioned budget. The cost performance will be included in the evaluation criteria.

4. Qualification requirements:

(1) A potential contractor must:

- High level of capability of promptly implementing the scope of work described in Item 1, understanding of the scope of work, and expected output image.
- Experiences of same or similar professional service regarding the scope of work described in Item 1.
- Necessary financial status and human resources.
- In the implementation of this work, the applicant shall be able to respond to inquiries from JOGMEC, as necessary.

(2) General Requirements:

A potential contractor must :

- (Only for entities who are registered in Japan) be a business entity who shall have governmental qualifications; B, C or D rank in “Service” of Reiwa 04/05/06 FY (FY2022, 23 and 24) “Zenshocho Toitsu Shikaku”.
- be a business entity who shall not be under a suspension of business order as instructed by the Japanese government administrative organization.
- be a business entity who shall not come under Article 3 of “Public announcement on the qualifications for participating in the tendering procedures by Japan Organization for Metals and Energy Security.”
- not consign, subcontract, nor outsource (hereinafter “consignment”) material part of its plan, proposal, nor its execution. (This condition shall apply to the consignee, and to all its sub-consignees). (Note: the word consignment is used as general term to consignment of any kind).

If any part of this Work is consigned to anyone, an applicant shall not use the reason of being an affiliated group entity as a valid qualification for such consignment. (This condition shall apply to the consignee, and to all its sub-consignees).

Definition of affiliated group entity are as follows:

- Stock company, etc.: “membership company” defined in article 2.3.22 of the Regulations on Corporate Accounting (Ministry of Justice Order No. 13 of 2006)
- Incorporated association, etc.: “subsidiary” defined in article 2.4, and “member” defined in chapter 2 section 2 of the Act on General Incorporated Associations and General Incorporated Foundations.
- General incorporated foundations etc.: “subsidiary” defined in article 2.4, and “councilor” defined in chapter 3 section 2 in the Act on General Incorporated Associations and General Incorporated Foundations.

If part of the Work is consigned, and the monetary amount of such consignment is more than 50% of the total amount of this contract (including consumption tax and local tax), a reasonable explanation for such consignment should be attached to the

proposal. (This condition shall apply to the consignee, and to all its sub-consignees).

5. Submission of Proposal:

(1) Contractor shall submit its proposal and quotation (in PDF format), as well as any other related documents such as company brochure, by e-mail to the Contact address indicated below under Item 5.(2) before 4:00 p.m. on June 4,2024 (Japan Standard Time). Any proposals submitted other than by e-mail shall not be accepted or reviewed. JOGMEC will not bear any costs incurred by the Contractor in the process of preparation and submission of the proposals.

(2) Contact address:

Ms. TATEWAKI

Administration Division, Research & Analysis Department,

Energy Business Unit,

Japan Organization for Metals and Energy Security (JOGMEC)

E-mail: oilgas-contract @jogmec.go.jp

*Please be advised that JOGMEC's mail server cannot accept files larger than 25MB.

If the proposal file size exceeds 25MB, divide it into several files which are smaller than 25MB.

(3) Proposals received by JOGMEC will be used solely for evaluation purposes and will not be returned.

(4) Proposals shall be written in either Japanese or English

5. Proposal procedures:

Application Form with

(1) Corporate outline

Attach Company brochure or other appropriate explanatory documents.

(2) Status on the Qualification Requirements

Mention or attach the related documents and/or material demonstrating that you satisfy all the requirements.

(3) Record of providing the services of the same or similar nature

State your recent record of providing services of the same or similar nature.

(4) Documents that assure the applicant's financial standing such as financial statements.

(5) Quotation (USD)

6. Evaluation of Proposals

(1) Evaluation Criteria

The proposals submitted in response to RFP by the deadline will be evaluated based on the following. Please refer to item 1 for the specific criteria.

- Objective
- Content of proposal
- Schedule
- Organization
- Previous work record
- Ability to execute the services
- Cost Performance

(2) Certificates of Work-Life Balance Promotion *1 (optional)

If applicants have any certification, action plan, or confirmation notice on work-life balance promotion etc., as listed below, the copies of those documents shall be submitted.

- Certification based on the Act on Promotion of Woman’s Participation and Advancement in the Workplace (“Eruboshi” or “platinum Eruboshi” certification) awarded by the Minister of Health, Labour and Welfare, Government of Japan (applies to corporations that fulfill the standards with respect to working conditions, such as working hours)
- Certification based on the Act on Advancement of Measures to Support Raising Next Generation Children (“Kurumin”, “Try Kurumin”, or “Platinum Kurumin” certification) awarded by the Minister of Health, Labour and Welfare, Government of Japan
- Certification based on the Youth Labor Welfare Act (“Youth Yell” certification), awarded by the Minister of Health, Labour and Welfare, Government of Japan
- Submitted action plan for business owners under the Act on Promotion of Women’s Participation and Advancement in the Workplace (applies to corporations with 300 or less full-time employees)
- Confirmation notice (for non-Japanese companies) which shows a work life balance promotion company equivalent to the companies with the above certificates, issued by the Director of Gender Equality Bureau Cabinet Office of Japan

*1 The government of Japan has been promoting women’s participation and advancement in the workplace by means of encouraging companies to improve their work environment. As part of this policy, the government awards the certification mentioned above to the companies which meet certain criteria, then evaluates those companies higher than ones without such certification in the competitive bidding led by the government. In line with the governmental policy, JOGMEC evaluates the status on efforts to improve work environment, such as work-life balance, of each applicant, then provides additional points in the evaluation process to the applicants with the above-mentioned certificates etc.

(3) Result of Evaluation

The evaluation result (name of the selected Contractor) will be disclosed on JOGMEC’s

website within 72 days from the next day of the contract execution date. (However, for contracts executed between April 1st and April 30th of each fiscal year, within 93 days.) Note that the evaluation process will not be disclosed.

7. Notices

- (1) All required items in the proposal must be completed. Incomplete proposals will not be accepted.
- (2) JOGMEC reserves the right to make amendments and modifications to the proposed agreement.
- (3) Successful applicant who receives the highest points among the potential Contractors in the above-mentioned evaluation process will be a candidate for the Contractor for the Work. JOGMEC and the candidate for the Contractor will discuss the details of the proposed agreement (including the contract amount) to finalize a definitive agreement.
- (4) Contractor shall submit a formal quotation once JOGMEC and the Contractor agree to the contract amount.

8. Inquiries

Any questions regarding RFP shall be directed to the Contact address by 4:00 p.m. on June 4, 2024 (Japan Standard Time). However, any inquiries about the evaluation process shall NOT be accepted.

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